

Monitoring

Infants and toddlers identified as at-risk are screened at regular intervals by Child Find personnel to follow the child's developmental progress during the first three (3) years of life.

Child and family demographic information is entered into the Developmental Milestones database and/or the Ages & Stages Questionnaires Online (ASQ Online) system. These databases provide reminders so that questionnaires are mailed and screenings are scheduled at appropriate developmental intervals. These questionnaires include the Ages and Stages Questionnaire (ASQ-3), the Ages and Stages Questionnaires: Social-Emotional (ASQ-SE) and the Modified Checklist for Autism in Toddlers (M-CHAT). Screening intervals begin at two (2) months of age and are adjusted for prematurity until twenty-four (24) months of age. Please refer to the ASQ-3, ASQ-SE, and M-CHAT procedure manuals for further information about the monitoring process and recommended practices for implementation.

The following procedures represent the minimum requirements to carry out the monitoring process:

- Parent/guardian completes the questionnaire and returns it to the Child Find Coordinator.
- Child Find Coordinator reviews and scores questionnaire.
- Child Find Coordinator provides feedback to the parent/guardian about the results of the questionnaire.
 - Every attempt should be made to provide feedback to the biological parent if the child is in the care of a foster family unless sharing the information is prohibited by a court order.
 - Screening results are shared with the Family and Children Services (FACS) social worker while child is in foster care.

Child Find Coordinator Responsibilities for Monitoring

The Child Find Coordinator must ensure the following procedures have been completed prior to initiating monitoring:

- Obtains parent/guardian consent and agreement to participate in the monitoring program in one of the following ways:
 - The parent/guardian signs the Child Find Registration section of the Idaho Infant Toddler Program Developmental Milestones brochure, or
 - The Coordinator documents verbal consent from a phone call to the parent/guardian and includes the date and the name of the person providing consent.

The Child Find Coordinator will:

- Familiarize parents/guardians with the screening instruments and process to secure commitment for on-going participation.
- Assure the ASQ-3, ASQ-SE and M-CHAT are mailed to the parents/guardians at identified intervals. If parents/guardians choose email participation in Developmental Milestones, email reminders are sent. Receive ASQ-3s, ASQ-SEs and M-CHATs completed by parents/guardians.

- Assure review and scoring of ASQ-3s, ASQ-SEs and M-CHATs.

Paraprofessionals, clerical staff, or electronic scoring programs may score the questionnaires with supervision by the Child Find Coordinator or other qualified personnel.

- Contact families by letter, phone, or email when parent/guardian responses indicate that child development is within the normal range.

The monitoring process continues until children reach 36 months of age or the parents/guardians revoke consent.

- Provide follow-up with families when their responses on the ASQ-3, ASQ-SE or M-CHAT identify a concern in development.

When possible, the parents/guardians are notified by phone regarding screening results and may be referred for evaluation.

- Assure follow-up with families when questionnaires are not returned. At least one written follow up must be made before exiting children from monitoring. Documentation of attempts to follow-up must be noted in the children's records.
- Forward results of the ASQ-3, ASQ-SE, and/or M-CHAT to a child's primary care physician or medical home, when the parents/guardians have provided written consent for exchange of information.
- Provide families with information about school district services or other community resources when exiting the monitoring program.
- Refer to appropriate health care providers or 211 Idaho CareLine for immunization or other health information needs.
- For additional information, see Making Monitoring Family Friendly.